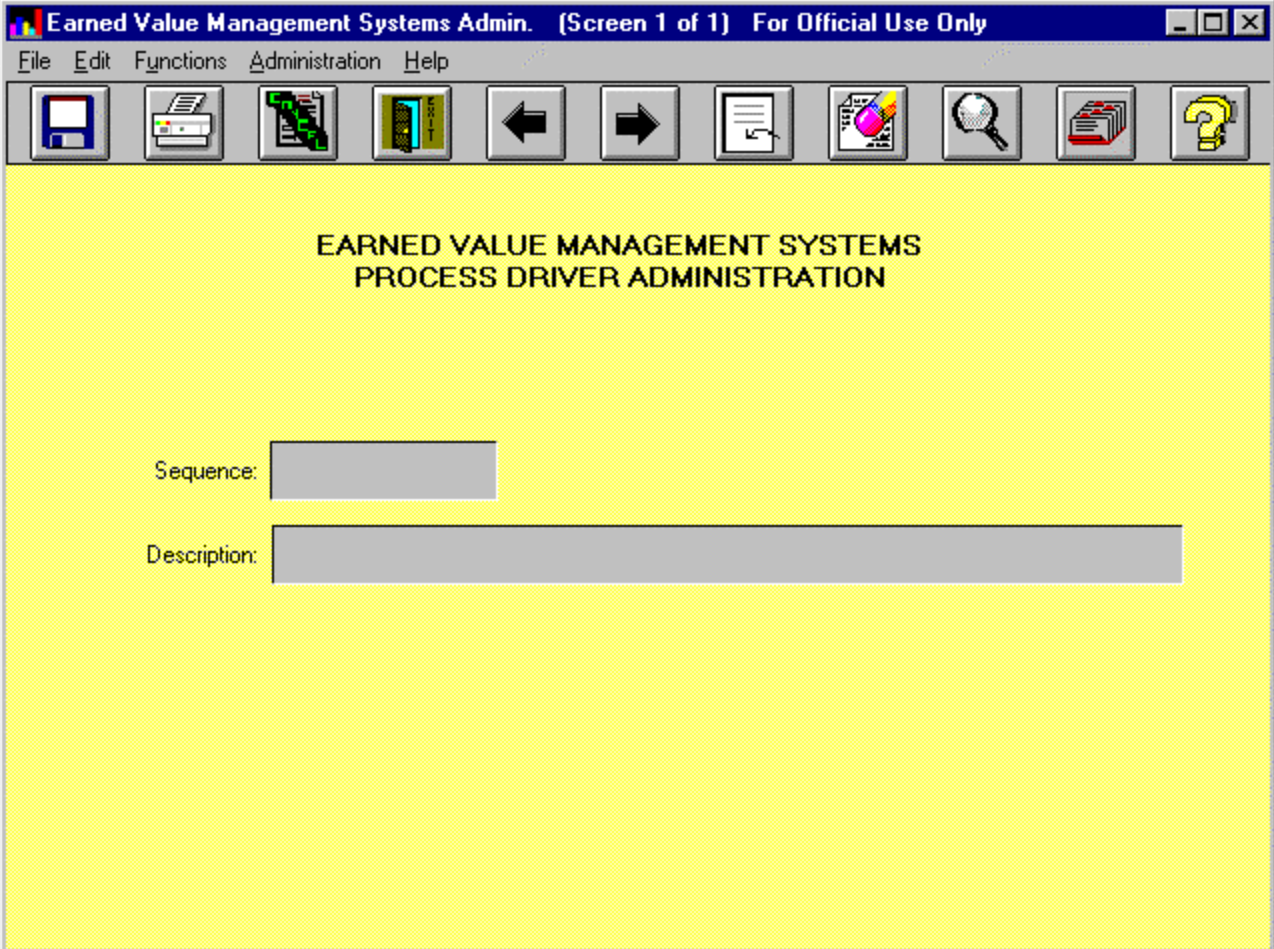# 13 Earned Value Management Systems Admin.

13.1   Earned Value Management Systems Admin. Overview

The Earned Value Management Systems Admin. screen (Figure 13-1) allows authorized users to update (i.e., add, delete and edit) or view the list of process drivers available to users in the Earned Value Management Systems function. This Admin. function was modified for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Figure 13-1 Earned Value Management Systems Admin. Screen

13.1.1   To Add or Create New Record

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.

2. Enter the requested information, then save your work.

Insert Icon

13.1.2   To Add Multiple New Records

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

Cancel Icon

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

13.1.3   To View or Edit Existing Record

Search Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 13-2) appears.
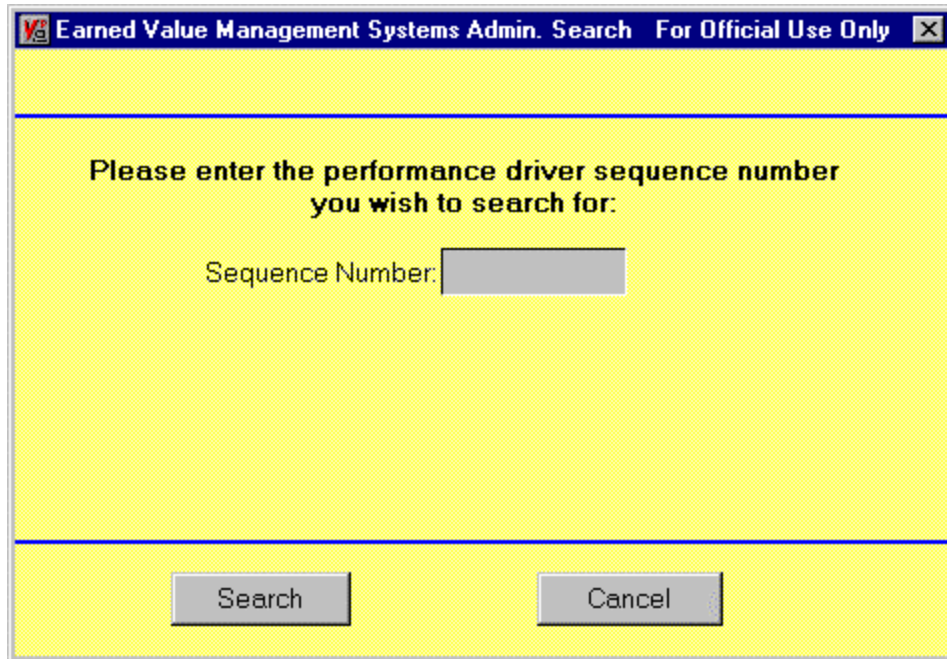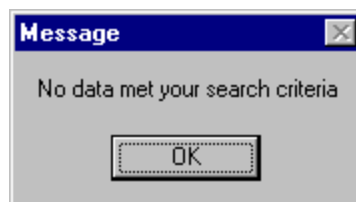

Figure 13-2 Earned Value Management Systems Admin. Search Pop-Up Window

2. Type in the desired **Sequence Number** (up to 7 alphanumeric characters). The sequence number must end in a district identifier of **W**, **E** or **I** (**W**=**W**est, **E**=**E**ast and **I**=**I**nternational).

3. Click **Search**. If a record is found, it is displayed on the Earned Value Management Systems Admin. screen.

    <div align="center">or</div>

    Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 13-3). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

Figure 13-3 No Data Found Pop-Up Message

13.2 Earned Value Management Systems Admin. Screen 1 of 1

When the Contractor Performance Measurement Admin. Screen (Figure 13-4) opens, you can either insert a new record (Section 13.1.1) or search for an existing one to open (Section 13.1.3). The delete procedure is explained in Chapter 6.

Figure 13-4 Earned Value Management Systems Admin. Screen Fields
(Numbers in data boxes refer to section numbers.)

13.2.1 Fields for Earned Value Management Systems Admin. Screen

13.2.1.1 Sequence

This protected data box is automatically populated with the sequential number associated with a process driver description. The sequential number (up to 7 alphanumeric characters) ends in a district identifier of **W**, **E** or **I** (**W**=**W**est, **E**=**E**ast and **I**=**I**nternational).

13.2.1.2 Description

Enter a description (up to 75 alphanumeric characters) for the Process Driver that created the schedule slippage or cost overrun.